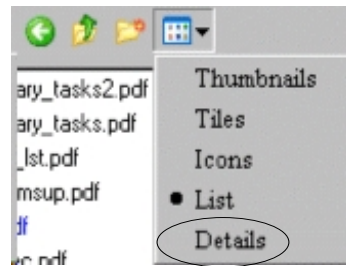


TO SPLIT A PDF DOCUMENT

Open Adobe Acrobat (Not Reader)
File, Open to locate the document
Change the "View Menu" to "Details"



Look at the size of the document - document size may not be bigger than 5000 KB or 5 MB

A screenshot of a file explorer window showing a folder named '00202'. It contains a table of files with columns 'Name', 'Size', and 'Type'. The first file, '00000001.pdf', has a size of 7,530 KB, which is circled in red. The other files are smaller, ranging from 80 KB to 3,805 KB.

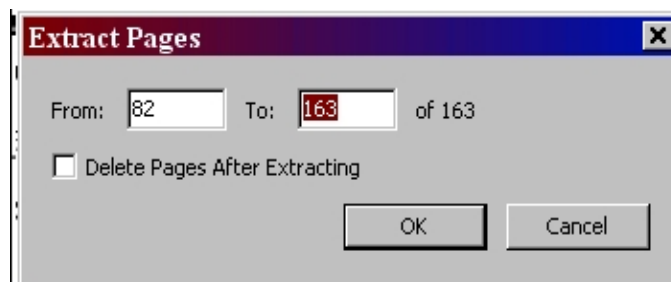
Name	Size	Type
00000001.pdf	7,530 KB	Adobe Acrobat Doc...
00000005.pdf	80 KB	Adobe Acrobat Doc...
00000006.pdf	82 KB	Adobe Acrobat Doc...
00000007.pdf	419 KB	Adobe Acrobat Doc...
00000008.pdf	3,805 KB	Adobe Acrobat Doc...

In the example above, document #1 would have to be split into 2 parts.

Open the document

Document #1 is 163 pages - so pages 82-163 will be removed.

From the Menu Bar, choose: Documents, Pages, Extract



Enter the pages to be removed - **DO NOT** check the box to "Delete Pages after Extraction"

Click OK

The new document consisting of pages 82-163 is now in the window. Choose: File, Save As and save the document to the appropriate directory with the appropriate name.

Close that document

The original document is still there, with all pages.

Pages 82-163 have now been saved, it is safe to delete them from the original document.

From the Menu Bar, choose: Documents, Pages, Delete.

Enter the same pages as before. Click OK.

A Confirmation Screen comes up before final deletion, Click Yes.

Save the modified document.